
Resend a Message

1. Select the Sent Items Folder.
2. Open the message you want to resend.
3. Select Actions, Resend This Message.
4. Make changes as necessary
5. Click Send button.

Print an Attachment

1. Right-click on the attachment and choose Print or select item, press Ctrl+P or double-click on attachment to open in application. Then select File, Print.

Print a Message

1. Select or open the message to be printed.
2. Click on the print button. This will send one copy to your default printer without opening the Print dialog box.
3. To print more than one copy or change printing options, you must select File, Print [Ctrl+P].

Print Multiple Messages

You must select the messages in the Preview Pane.

1. To print a contiguous group of messages, select the first one by clicking on it, then hold down your shift key and click the last message to be printed.
2. To select a noncontiguous group of messages, hold down the Ctrl key and randomly select the messages to be printed.
3. Once selected, select File, Print [Ctrl+P]. From the print dialog box, you will have the option to print each item on a new page and to print attached files with item(s).

Spell Check a Message

Spell Check is automatically opened when you click on the send button.

Save a Message

1. Select the message you want to save as a file.
2. Select File, Save As or press F12.
3. Select the location in the Save in box.
4. Type a name in the file name box.
5. Save the file as a “.txt” file. This format is readable by Word and WordPerfect.

Create a Signature for Messages

You can create more than one signature.

1. In main Inbox window, select Tools, Options, Mail Format tab.
2. Select “Microsoft Outlook Rich Text” in the Send in this message format box.
3. Select Signature Picker, New.
4. Enter a name, then click on Next.
5. Type in the signature text. Use Font or Paragraph to change format options, then click on Finish, then OK.
6. To set the default signature, select the signature you want in the Use this Signature by default box.
7. Select the Don't use when replying or forwarding check box.
8. Select OK.

Insert a Different Signature

1. Create or open the message.
2. Click where you want to insert signature.
3. Select Insert, Signature.
4. Select signature.



Microsoft®


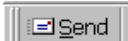
Outlook™ 2000

For Windows

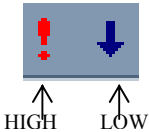


Basic Quick Reference Card

1/23/02


Create and Send a Message

1. Select the Inbox folder.
2. Select Actions, New Mail Message
or click the  button. [Ctrl+Shift+M]
3. In the TO box type in login name(s) or click on the TO: button to select names from Global Address List(s). Type in the first few letters of the **last name** of the recipient. Then click on the appropriate field (i.e., To:, CC:, or Bc:).
4. Repeat step 3 for each recipient. Then click OK or press ENTER.
5. Type a subject in the Subject box and press ENTER.
6. Type a message in the message window.
7. Click the Send button OR select File, Send. 

Send Options

1. Select the message priority.

HIGH LOW
2. Click  button to flag a message for follow up.
3. Click  Options... button to select other options.
4. To track a specific message select:
 - a. Request a read receipt...
 - b. Request a delivery receipt...
5. Select other options (i.e., Message settings, voting, delivery options).
6. Click on OK.

Send an Attachment

1. To attach a file click the Insert File button or select Insert, File. 


Save an Unfinished Message

1. To save a message as a draft, select File, Save. This will automatically save a copy to your Drafts folder.
2. To open a draft message, select the **Drafts** folder and then double-click the message.

Review Tracking Results Set in Send Options

1. Select the Sent Items folder.
2. Double-click on message you are tracking.
3. Click the Tracking tab to review results.

Read a Message

1. Double-click a message to open it.
2. To close a message, click the close box in the upper right corner of the message window. 

View/Open an Attachment


1. Double-click on the attachment to open it. Microsoft and WordPerfect files can now be edited, saved and/or printed.

Save an Attachment

1. Double-click on the attachment to open it in the application it was created in.
2. Select File, Save As, or right-click on attachment icon, select Save As.

Delete a Message(s)

1. Select the message.

2. Press the Delete key or the  button. [Ctrl+D]

To delete a contiguous group of messages, select the first one by clicking on it, then hold down your shift key and select the last message to be deleted.

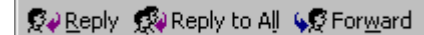
To select a noncontiguous group of messages, hold down the Ctrl key and randomly select the messages.

The messages are placed in the Deleted Items folder.

To empty the Deleted Items folder, select Tools, Empty Deleted Items folder.

Reply to a Message

1. Select or open the message.
2. To reply to only the sender of the message, click Reply. [Ctrl+R]
3. To reply to all of the recipients in the To: and CC: boxes, click Reply to All. [Ctrl+Shift+R]
4. Type your reply message. Only the content of the original message will be displayed and sent with your reply. Attachments will not be sent.
5. Click Send.



Forward a Message

1. Select or open the message.
2. Click the Forward button.
3. Enter one or more addresses.
4. Type your message. Both the content of the original message and the attachments will be displayed and sent with your reply.
5. Click Send button.